

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800070053-7

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 10-10-68

FROM : Acting Chief, Stock Management and Cataloging Branch

SUBJECT: File Folders

REFERENCE: 

1. This memorandum is to confirm telephone conversation some time ago with respect to suggestions for changes in the referenced handbook.

2. In conformance with the handbook, we have standardized manila file folder, square cut, in the various fastener positions. We believe that, although square cut folders are excellent for open shelf filing, they are not suitable for easy reference cabinet filing. It is recommended that the multiple cut legal size files be authorized. This type of folder may be obtained in sets and would add only one item to the system.

3. We are not aware of any extensive cabinet filing of letter size folders and have no recommendations for a change in the exclusive square cut standardization. If your office has information indicating a requirement for multiple cut folders in letter size, this office has no objection to adding these items to the stock list.

4. In addition to the above, we receive steady demand for an additional folder set for use in the place of the standardized pressboard folder. This is the file folder set, kraft, legal size, celluloid angular tab, 1/3 cut. This is a heavy duty folder and the price is less than one half that of the standard item (\$5.10 per box of 100 versus \$11.85 per box of 100). It is recommended that this item be stocked and issued under the same restrictions as the pressboard folder. (See Stock Number 7530-281-5908 in GSA Stores Catalog.)

5. No action will be taken on this matter until we receive your approval. However, we will appreciate an early decision on the recommendation contained in paragraph 2.

## Distribution:

- Orig & 1 - Addressee
- 1 - OL/SD/DSCB
- 1 - OL/SD/SMCB official

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NO.

Acting Chief, Stock Management and Cataloging

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/Records Management Staff

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5/5

*[Signature]*  
*[Signature]*

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